



**OFFICE TECHNICIAN (TYPING)
EXECUTIVE OFFICE
PERMANENT/FULL-TIME
\$2,598.00 - \$3,157.00
FINAL FILING DATE: June 15, 2007 or Until Filled**

DEPARTMENT SUMMARY:

Are you interested in working for a department where you know the services you provide make a difference? The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps resolve claims filed against the State of California. The Restitution Recovery and Accounting Division ensures that restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State and Consumer Services Agency.

POSITION SUMMARY:

Under general supervision of the Chief Deputy Executive Officer (CDEO), the Office Technician (Typing) provides a wide variety of the most difficult clerical duties in support of the CDEO, the Deputy Executive Officers (DEOs) of Administration, Victim Compensation Program (VCP), Legislation and Public Affairs and the Executive Assistant. The incumbent must maintain general knowledge of the various units and functions within the Board.

SPECIAL CHARACTERISTICS AND/OR INTERPERSONAL SKILLS:

It is expected the incumbent will apply a high level of discretion, sensitivity, good judgment and professionalism while providing administrative support to staff in the Executive Office and its visitors.

ESSENTIAL FUNCTIONS

- Provide back-up assistance to the Executive Assistant as needed.
- Screen incoming correspondence and refer to appropriate staff person for reply; assign and track controlled correspondence from the Governor's Office, State and Consumer Services Agency, Legislators, providers, victims and claimants.
- Responsible to screen and/or respond to sensitive incoming telephone inquiries to the Executive Office, as well as a wide array of visitors.
- Track and maintain leave requests and time sheets (634's) for executive staff.
- Arrange travel, request travel advances, and prepare travel expense claims and prepare travel itineraries.
- Independently gather and summarize data for inclusion in reports and memorandums.
- Follow-up on projects and requests assigned to programs, as delegated by the CDEO.
- Coordinate collection and distribution of weekly reports.
- Update and replace versions of various policy manuals for executive staff.
- Update, maintain and disseminate the departmental employee phone listing to executive staff.
- Photocopy and file various sensitive and confidential documents.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. **Position subject to SROA and Re-employment List policies and procedures. **

- Responsible for ordering general office supplies for executive staff.
- Responsible for maintenance and repair of the electronic office equipment in the Executive Office including: printers, copier machines, and facsimile machines. Responsibilities include submitting general supply and maintenance requests to appropriate party for follow-up.

The VCGCB is located at 400 R Street in an updated building which includes new furniture, carpeting, paint, break/lunch rooms with lots of amenities (i.e., refrigerators, microwaves, toasters, coffee pots). We are conveniently close to restaurants, shopping, highway, bus routes, light rail, a four story parking garage right next door and parking meters located directly in front of the building.

WHO MAY APPLY:

Individuals currently at the OT (T) level or are eligible for appointment (*by way of transfer, list eligibility, or reinstatement*) to this classification. **In addition to their State application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Potential candidates from the Open Office Technician (Typing) list must also submit a copy of their Typing Certificate as part of the examination eligibility process.** Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATION TO:

Victims Compensation and Government Claims Board
Attn: Angela Ramirez
Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 491-3805
angela.ramirez@vcgcb.ca.gov